



## Periodic Evaluation of Temporary Faculty – Handbook Change

RES 252645

FAC

**RESOLVED:** The Academic Senate approves revisions to section 306 of the University Handbook, “Procedures for Periodic Evaluation of Faculty”.

**RESOLVED:** The Academic Senate approves the following revisions to the University Handbook regarding the Periodic Evaluation of Faculty at CSUB. Deletions are in ~~strikethrough~~, and additions are in **bold and underlined**.

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### ~~306~~ **PROCEDURES FOR PERIODIC EVALUATION OF FACULTY**

~~Periodic evaluations are required for temporary faculty and tenured faculty who are undergoing post-tenure review.~~

#### ~~306.1~~ **Approval of Procedures**

~~The President shall approve periodic evaluation procedures after consideration of recommendations from the appropriate faculty committee(s). Unit procedures may vary but shall include student evaluations of teaching performance, peer review(s), and administrative review(s).~~

#### ~~306.2~~ **Periodic Evaluation of Temporary Faculty**

##### ~~306.2.1~~ **General Provisions**

~~a. Periodic evaluation is required for all temporary faculty appointed by the same department in two or more semesters, full or part-time, regardless of a break in service. For the purpose of this section, temporary faculty with multiple appointments in different departments shall be evaluated based on their service in each department separately.~~

~~For purposes of evaluation only, these faculty are categorized in the following groups:~~

~~Group 1 Temporary faculty, full or part-time, in their first year of a one-year appointment.~~

- ~~Group 2 Temporary faculty, full or part-time, holding 3-year appointments pursuant to Article 12.12 of the collective bargaining agreement.~~
- ~~Group 3 Temporary faculty, full or part-time, holding a one or multiple year appointment, not in Group 1 or 2.~~
- ~~Group 4 Temporary faculty, full or part-time, who do not hold a one or multiple year appointment, but who have taught in 2 or more semesters since last undergoing periodic evaluation.~~
- ~~Group 5 Temporary faculty, faculty, full or part-time, who do not hold a one or multiple year appointment, and who have taught in fewer than 2 semesters since last undergoing periodic evaluation.~~

- ~~b. The P&VPAA annually establishes timelines for the periodic evaluations, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the Periodic Evaluation File (PEF) is to be ready for review and the dates by which each level of review is to have completed its work.~~
- ~~c. There are two periodic evaluation cycles for temporary faculty during each academic year:
 
  - ~~1. Spring RTP cycle – which begins spring semester – review of temporary faculty requiring review that are not in Group 1.~~
  - ~~d. Spring semester PEF cycle – review of temporary faculty in Group 1. Applicable unit RTP criteria shall be used at each level of review for each faculty.~~~~
- ~~e. All deliberations and recommendations pursuant to this section shall be confidential.~~

~~Only the affected faculty, unit review committee members, and appropriate administrators shall have access to the periodic evaluation documents.~~

### **306.2.2 Criteria for Periodic Evaluation of Faculty**

- ~~a. For temporary teaching faculty, evaluations shall focus on teaching performance. For temporary faculty with non-teaching duties, including temporary librarians and counselors, evaluations shall focus on the performance of assigned duties, which may include teaching. Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term.~~
- ~~b. In the evaluation of the teaching performance of temporary faculty, departments should use the same criteria and processes as used for probationary faculty, and as enumerated in Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.~~
- ~~c. Evidence of service and scholarly activity that is included in the file should be addressed. However, if service and/or scholarly activity are not part of the temporary faculty member's assigned duties, omission of such evidence is acceptable.~~
- ~~d. The temporary faculty member, with advice and direction from the unit chair, shall be responsible for the preparation of a Periodic Evaluation File (PEF). The temporary faculty~~

shall insert appropriate materials to document teaching or other performance. In selecting the documents, the temporary faculty should refer to Appendix G Contents and Organization of the RTP File (WPAF), and to Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.

- e. ~~Temporary faculty in Groups 1, 3 or 4 shall submit SOCIs in accordance with during the fall semester, prior to the beginning of the evaluation process for the first established departmental policy and for a minimum of two classes for each year taught since their last periodic evaluation. Temporary faculty in Group 1 shall be reviewed during the Spring PEF cycle. Temporary faculty in Group 3 or 4 shall be reviewed yearly during the Spring RTP cycle.~~
- f. ~~Temporary faculty in Group 2 shall be reviewed only in their third year, unless the temporary faculty member or the President requests a review in the first or second year. Such faculty shall submit SOCIs for a minimum of two classes each year since the most recent review. The review will occur during the Spring RTP cycle.~~
- g. ~~A unit committee elected by the department faculty from the tenured faculty shall review the PEF for faculty in groups 1–3, and prepare a report on the faculty's performance. The report shall be placed in the PEF. For temporary faculty in Group 4 only, a written review may be conducted solely by the chair or other appropriate administrator, and placed in the PEF.~~
- h. ~~The responsible school dean shall review the PEF for temporary faculty in Groups 1–3, and prepare a report on the faculty member's performance. The report shall be placed in the PEF.~~
- i. ~~Temporary faculty in Group 5 shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The faculty member may request that an evaluation be performed.~~
- j. ~~Successful periodic evaluations do not automatically result in range elevations.~~

For information on range elevations, see Section 314.

## CLEAN HANDBOOK VERSION

### **306 PROCEDURES FOR PERIODIC EVALUATION OF FACULTY**

Periodic evaluations are required for temporary faculty and tenured faculty who are undergoing post-tenure review.

#### **306.1 Approval of Procedures**

The Academic Senate shall approve procedures for the periodic evaluation of faculty. Evaluation of temporary faculty shall include the Unit RTP Committee and the college dean. Evaluation of faculty undergoing post-tenure review (without promotion) shall include the Unit PTR committee and college dean.

#### **306.2 Periodic Evaluation of Temporary Faculty**

##### **306.2.1 General Provisions**

- f. Periodic evaluation is required for all temporary faculty appointed by the same department in two or more semesters, full or part-time, regardless of a break in service. For the purpose of this section, temporary faculty with multiple appointments in different departments shall be evaluated based on their service in each department separately.
- g. For purposes of periodic evaluation of temporary faculty, the “evaluation committee” shall be the Unit RTP Committee, and the “evaluation criteria” shall be the Unit RTP Criteria. These terms reflect the language of the Collective Bargaining Agreement and do not constitute separate committees or criteria. Temporary faculty shall be reviewed according to the following schedule.
  - I. Temporary faculty without a three-year appointment who are appointed for both Fall and Spring shall be reviewed annually during the Spring RTP Cycle.
  - II. Temporary faculty holding a three-year appointment pursuant to Article 12.12 of the Collective Bargaining Agreement shall be reviewed during the Spring RTP Cycle of the third year of the appointment, unless the faculty member or the President requests an additional review.

- III. A temporary faculty unit employee appointed for one (1) semester or two (2) quarters or less shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The employee may request that an evaluation be performed (CBA Article 15.25).
- h. The P&VPAA annually establishes timelines for the periodic evaluations, in accordance with the Unit RTP Cycles (see section 305.6.2 of this Handbook). The timelines shall specify the dates by which the Working Personnel Action File (WPAF) is to be ready for review and the dates by which each level of review is to have completed its work.
- i. Temporary faculty are to undergo periodic evaluation by the Unit RTP Committee (serving as the evaluation committee) and the college dean during the Spring RTP Cycle. The Unit RTP Criteria, serving as the evaluation criteria, shall be used at each level of review.
- j. The Unit RTP Committee and the college dean shall review the faculty member's performance based on the WPAF, Personnel Action File, and Unit RTP Criteria. Reports shall be placed in the Personnel Action File.
- k. All deliberations and recommendations pursuant to this section shall be confidential. Only the affected faculty, unit review committee members, and appropriate administrators shall have access to the periodic evaluation documents.

### **306.2.2 Criteria for Periodic Evaluation of Temporary Faculty**

- k. For purposes of clarity and consistency with the Collective Bargaining Agreement, the evaluation criteria for the periodic evaluation of temporary faculty are the Unit RTP Criteria used for probationary faculty, with emphasis on assigned duties.
- l. For temporary teaching faculty, evaluations shall focus on teaching performance. For temporary faculty with non-teaching duties, including temporary librarians and counselors, evaluations shall focus on the performance of assigned duties, which may include teaching. Department Unit RTP criteria and university procedures shall provided by the department chair to the faculty member no later than 14 days after the first day of instruction of the academic term.
- m. In the evaluation of the teaching performance of temporary faculty, departments shall use the same criteria and processes as used for probationary faculty, as articulated in Faculty Handbook

section 305.4.2.6 and the Unit RTP Criteria, which serve as the evaluation criteria for periodic evaluation of temporary faculty.

- n. The Unit RTP criteria shall be the basis of all evaluations and recommendations at all levels of review (see section 305.4.6).

Evidence of service and scholarly activity that is included in the file should be addressed. However, if service and/or scholarly activity are not part of the temporary faculty member's assigned duties, omission of such evidence is acceptable.

The temporary faculty member, with advice and direction from the unit chair, shall be responsible for the preparation of a Working Personnel Action File (WPAF). The temporary faculty shall insert appropriate materials to document teaching or other performance. Temporary faculty shall prepare their Working Personnel Action File in accordance with their Unit RTP Criteria, and the guidelines found in Appendix G (Contents and Organization of the RTP File [WPAF]). Temporary faculty shall include all SOCs for all courses taught since their previous evaluation (if applicable).

- o. Successful periodic evaluations do not automatically result in range elevations. For information on range elevations, see Section 314.

### **306.6.2.3 Review Process for Temporary Faculty Applying for 3-Year Appointments**

- a. Temporary faculty unit employees (excluding coaches) employed during the prior academic year and possessing six (6) or more years of prior consecutive service on the campus shall be offered a three-year temporary appointment following an evaluation conducted pursuant to Articles 12.12, 15.20(d), and 15.28 of the Collective Bargaining Agreement, where there is a determination by the appropriate administrator that the temporary faculty unit employee has performed the duties of their position in a satisfactory manner and absent documented serious conduct problems.
- b. The evaluation shall be conducted using the Working Personnel Action File (WPAF), prepared in accordance with the Unit RTP criteria and the guidelines contained in Appendix G of the University Handbook (Contents and Organization of the RTP File). The Unit RTP criteria shall be the basis of all evaluations and recommendations at all levels of review (see sections 305.4.6 and 306.2.2).
- c. Because eligible temporary faculty will typically have undergone periodic evaluations, the WPAF need not include a complete cumulative archive of all materials from prior review cycles. However, for lecturers seeking a three-year appointment, the WPAF shall include materials representing the

faculty member's overall body of work since initial appointment at California State University, Bakersfield, with emphasis on recent accomplishments, consistent with the comprehensive nature of such reviews. Temporary faculty shall provide a brief Personal Statement concisely summarizing their teaching performance, development over time, and responsiveness to prior evaluations.

- d. All SOCI's collected since the most recent review, or since the initial appointment if no prior review has been conducted, shall be included in the WPAF.
- e. Classroom observations, as required by the University Handbook (section 305.4.2.7) and the Unit RTP Criteria, shall be included. Teaching materials shall include a clearly labeled subfolder for Classroom Observations, which shall include all required peer observations conducted during the period under review.
- f. All prior evaluation letters shall be included in the WPAF. These evaluations provide context for the current review and allow reviewers to assess the faculty member's responsiveness to prior recommendations. Accordingly, faculty are not required to re-submit previously reviewed materials unless necessary to demonstrate improvement, continuity, or impact.
- g. The Unit RTP Committee and the college dean shall review the faculty member's performance based on the WPAF, PAF, and Unit RTP Criteria. Reports shall be placed in the Personnel Action File.

## **RATIONALE:**

The Academic Senate Executive Committee referred the report and recommendations of the Task Force for Periodic Evaluation of Temporary Faculty to the Faculty Affairs Committee for review and possible action. The task force was originally charged with reviewing University Handbook Section 306 to improve clarity in procedures governing the periodic evaluation of temporary faculty and to determine whether the six-year review associated with eligibility for three-year appointments should be cumulative.

The Faculty Affairs Committee reviewed the report and its proposed revisions and determined that several recommendations would improve clarity, consistency, and alignment within the University Handbook and Collective Bargaining Agreement. In particular, existing language in Section 306 has historically created confusion among temporary faculty, department chairs, and evaluators regarding the timing of reviews, the structure of the review cycles, and the expected contents of the evaluation file.

The revisions approved in this resolution seek to improve consistency across the Handbook by aligning the procedures for periodic evaluation of temporary faculty with Unit RTP criteria, Appendix G (Contents and Organization of the RTP File [WPAF]), and other related sections of the Handbook governing evaluation procedures. These revisions clarify that temporary faculty should prepare a Working Personnel Action File (WPAF) in accordance with their Unit RTP Criteria and the organizational guidance contained in Appendix G, ensuring that evaluation files follow the same structure and evidentiary expectations used in other faculty review processes. The revisions also clarify that Student Opinion of Instruction (SOCIs) for all courses taught since the previous evaluation should be included in the file, reinforcing the central role of teaching performance in the evaluation of temporary faculty. This contrasts with previous Handbook language that sometimes required SOCIs for a minimum of two courses. The Faculty Affairs Committee determined that simply requiring all SOCIs is most consistent with Appendix G, which requires SOCIs for “all courses taught” during the probationary period for probationary faculty.

The revised language streamlines expectations by clarifying that temporary faculty evaluations occur during the Spring RTP Cycle, aligning these evaluations with existing campus review timelines and reducing confusion for faculty and administrators.

In addition, the revisions clarify the evaluation process for temporary faculty eligible for three-year appointments pursuant to Article 12.12 of the Collective Bargaining Agreement. The revised language emphasizes that the evaluation is conducted using the Working Personnel Action File (WPAF), prepared in accordance with Unit RTP Criteria and Appendix G of the University Handbook, ensuring consistency with established evaluation structures. While eligible temporary faculty will typically have undergone regular

periodic evaluations, the WPAF for a three-year appointment review is expected to represent the faculty member's overall body of work since initial appointment at California State University, Bakersfield, with emphasis on recent accomplishments. This approach balances the comprehensive nature of the review with recognition that prior evaluations have already documented performance over time. Consistent with the Collective Bargaining Agreement, the evaluation focuses on whether the faculty member has performed assigned duties in a satisfactory manner and whether any documented serious conduct problems exist. Accordingly, the review relies on both current evidence and the cumulative record contained in the Personnel Action File, without requiring a duplicative re-submission of all prior materials.

Importantly, this resolution requires that all prior evaluation letters shall be included in the WPAF. These evaluations provide context for the current review and allow reviewers to assess the faculty member's responsiveness to prior recommendations. This provision reinforces the important duties of the Unit RTP Committees to provide a comprehensive, thoughtful, and thorough evaluation.

Finally, the revisions aim to reduce confusion, improve transparency, and promote consistency across departments. By clarifying terminology, aligning procedures with the CBA and existing Handbook sections, and providing clearer guidance regarding evaluation files and timelines, these revisions support a fair and transparent evaluation process for temporary faculty while maintaining appropriate departmental flexibility within Unit RTP criteria.

**Distribution List:**

- President
- Provost and VP for Academic Affairs
- AVP for Faculty Affairs
- College Deans
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Approved by the Academic Senate:

Sent to the President:

President Approved: